

**CALIFORNIA ARMY NATIONAL GUARD (CAL ARNG)
ACTIVE DUTY GUARD/RESERVE (AGR)
STATEWIDE TOUR ANNOUNCEMENT**

1. **Tour Number:** FTM: 6-05
PDS: 02249033 TF: 01-116039 PAR/LN: 201/11
2. **Position Title:** Personnel Administrative SGT (DMOS 42A2S)
3. **Unit/Location:** Co A, 5th BN, 19th SFG(A), 939 Valota Road, Redwood City, CA 94061
4. **Opening Date of Job Announcement:** 29 September 2004
5. **Closing Date:** 29 October 2004
6. **Maximum Grade:** E5
7. **Minimum Grade:** E4

8. **Personnel Eligible to Apply:** (X Male) Female () OFF () WO (X) ENL

Note: Applicants on Active Duty Title 10 must ETS within 45 days of closing date.

- a. **Stabilization policy:** AGR personnel are required to serve a minimum of 24 months if MOSQ, 36 months if non-MOSQ, in any full-time position before they will be considered for another AGR position within the state.
- b. Applicants are required to obtain the DMOS of 42A2S within one year of accession. Soldiers who have not completed initial entry training (IET) are ineligible to apply. Soldiers applying must meet the physical demand, rating, and qualifications for the initial award of the MOS IAW DA Pam 611-21.
- c. Soldiers applying must meet the following eligibility criteria IAW DA Pam 611-21 for the award of the MOS 42A2S:
 - (1) Physical demands rating of moderately heavy.
 - (2) Physical profile meets the medical qualifications for airborne training IAW AR 40-501
 - (3) A minimum score of 90 in aptitude area CL.
 - (4) Ability to type at a minimum speed of 20 words per minute.
 - (5) Formal Training (completion of MOS 75H course conducted under the auspices of the U.S. Army Adjutant General School) mandatory.
- d. Applicant must be airborne qualified or be able to attend the Basic Airborne Course. Must pass the Army physical Fitness Test (APFT) with a score of 180 points (60 points in each event using the 17-21 year age group scale) and meet the height and weight standard IAW AR 600-9.
- e. Must be able to obtain a SECRET Security Clearance within one year of accession.

9. Selecting Supervisor: Commander, Co A, 5th BN, 19th SFG(A)

10. Military Status: Full-Time Military Title 32 Section 502 (f) (AGR)

11. Applicants must, as a minimum, submit the following documents: *If required item(s) are missing from your packet **it will** be returned to the applicant due to lack of information: **(Please No binders, No document Protectors)***

- a. NGB Form 34-1 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one, of the application.
- b. Three-quarter-length photograph in class A uniform made within the previous 12 months ("official" military photograph is not required).
- c. **Certified copy** of DA form 2-1 or DD 1966-1, or Recruiter's Worksheet demonstrating qualifying ASVAB/AFCT scores.
(Certified Copy - See frequently asked questions)
- d. Last 3 NCOERs. (Supervisor must provide written statement/memo providing information as to why soldier's NCOERs are not available. Applicants in the grade of recently promoted E5s must submit at least one current letter of recommendation in lieu of this requirement ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignment, duties, and capabilities).
- e. **Certified copy** of current DA Form 705 (APFT), within six months for "on-board" AGR soldiers, and within 12 months for traditional guardsmen, ensure that height and weight are annotated *(Certified Copy - See frequently asked questions)*
- f. Must meet standards IAW AR 600-9, submit body fat worksheet, (if applicable).
- g. Current chapter 2 (enlistment standards) or chapter 3, AR 40-501 (retention standards) physical (SF 88 and 93 or DD 2807 and DD 2808) to include:
 - HIV Test Result
- h. DA Form 4970 Cardiovascular screening (over 40 soldiers) if applicable
- i. All DD forms 214 (copy must include bottom portion that identifies SPD code)
- j. RPAS statement

Note: We recommend that you have a member of your unit review your application prior to submission to our office.

12. Applicants who answer YES to questions 8 or 12 – 18 of section IV, NGB Form 34-1 or have not completed initial entry training (IET) are ineligible to apply to include: **DD214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 8, 3, and 635-200 Chapter 11.**

FTM: 171-04 Administrative NCO (DMOS 42A2S)

13. Applicants selected for AGR, and meeting any one of the following disqualification, will require a HQDA, DCSPER waiver prior to entry.

- a. Unable to serve at least five (5) years on AGR Status prior to achieving eighteen (18) years-active federal status or mandatory removal date.
- b. Entitled to military retired pay.

14. Duties and Responsibilities: This position is an "Entry Level" position. Duties of the Administrative NCO include, but are not limited to: performing typing and clerical duties, typing military and non-military correspondence, distribution of incoming and outgoing mail, maintaining postage log, maintaining unit personnel and training records, and have knowledge of basic unit level administrative operations and awards processing. Applicant should have basic working knowledge of Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Outlook, Microsoft Power Point, AFCOS, and ATRRS Portals. This position requires attendance at all unit training assemblies, additional training assemblies and annual training periods.

15. Submit application to: OTAG, ATTN: CAJS-HR-AGR, Box 37, 9800 Goethe Road, Sacramento, CA 95826-9101.

NOTE: If you require a certified copy of DA Form 2-1 and/or RPAS statement, call 916-854-3268. **COMPLETE APPLICATION (TO INCLUDE ALL REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR NOT LATER THAN THE CLOSING DATE SHOWN IN BLOCK #5.**

16. Selectees (other than on-board AGR soldiers) are required to provide evidence of Chapter 2 or 3 medical examination, taken not more than 24 months prior to the AGR tour start date. If Chapter 2 or 3 are more than 6 months old but less than 24 months, the DA Form 7349 must be accomplished within 60 days prior to the first day of AGR duty to ensure that Chapter 2 or 3 standards continue to be met. The medical examination must indicate compliance with the requirements of chapter 2 or 3 (AR 40-501) and accomplished at an active military medical facility or Military Entrance and Processing Station (MEPS). Human Immune Deficiency Virus (HIV) testing for all soldiers will be accomplished within 6 months prior to initial entry. Pregnancy testing for female soldiers must be accomplished no more than 15 days prior to initial entry.

17. Equal opportunity: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, national origin, political affiliation, marital status, or any other non-merit factor.